

06-77-4824  
7-28-77  
DCI/IC 77-1222  
23 JUL 1977

INTL MEMORANDUM FOR: [redacted] Acting Chief, General Law Division,  
Office of General Counsel

INTL FROM: [redacted] USAF (Ret.)  
Special Assistant to the Deputy to the DCI  
for the Intelligence Community

SUBJECT: Personnel Files on the IC Staff

REFERENCE: Memo from AO/DCI to Chief, IPS, 21 April 1977,  
same subject

INTL 1. (U) The Information and Privacy Staff is pressing us for a response to [redacted] memo to Gene Wilson, referenced above, copy of which is attached at Tab A. Paul's position is that personnel files maintained by the IC Staff should not be part of CIA Record System 28, for which he is the system manager, and that the Privacy Act requires a separate record system be established for IC Staff personnel files.

2. (U) I have discussed Paul's memorandum with John McMahon, Acting D/DCI/IC, who considers that if a separate record is required for "IC Staff Supplemental Personnel (Soft) Files", it should be part of the CIA record system and provided to the ICS as a CIA service of support.

3. (U) Your comments would be appreciated as to whether a change in the record system is called for at this time as Paul contends, and, if so, whether you see any problem with our using the proposed text at Tab B to describe the new system in the Federal Register.

4. (U) An early reply is requested.

STATINTL

Attachments:  
as stated



CIA-22 (add new #)

System name: Supplemental Personnel (Soft) Files.

System location:

~~Central Intelligence Agency~~ ~~IC Staff~~  
Washington, D.C. 20505.

Central Intelligence Agency

Categories of individuals covered by the system: Current or former staff or contract employees and detailed ~~personnel~~ personnel.

Categories of records in the system: Memoranda of discussions, working copies of personnel and contract actions including procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training, special qualifications or restrictions, dependency and residence, emergency notifications, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operational significance, and photographs.

Authority for maintenance of the system: National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency Act of 1949, as Amended—Public Law 81-110.

Section 506(a); Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage: Paper.

Retrievability: By name.

Safeguards: Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

Retention and disposal: Retained one year after separation from ~~the IC Staff~~ when material of soft file is reviewed to determine and destroy any duplicate records which are contained in the official personnel folder; and ensure filing of material in operational files, as appropriate.

System manager(s) and address:

~~XXXXXXXXXXXX~~ ~~XXXXXXXXXXXX~~ ~~XXXXXXXXXXXX~~  
~~XXXXXXXXXXXX~~ ~~XXXXXXXXXXXX~~ ~~XXXXXXXXXXXX~~  
Washington, D.C. 20505.

Chief, Support Staff,  
IC Staff

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records; for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Employee.

Career Service Panel.

Agency officials.